



**HQ UNITED STATES AIR FORCE ACADEMY**

**Supplement 1**

**7 DECEMBER 2001**

**Supply**

**REPORTS OF SURVEY FOR AIR FORCE  
PROPERTY**

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AFMAN 23-220, 1 July 1996, is supplemented as follows:

**SUMMARY OF REVISIONS**

Clarifies the term “officer” (paragraph 2.3.3.); adds that a Government-Wide Credit Purchase Card (GPP) cardholder who makes unauthorized purchases or carelessly uses the GPP may be liable and states what the liability will be (paragraph 2.3.6.); adds that failure to properly dispose of nonaccountable government property is grounds for a Report of Survey and possible disciplinary action (paragraph 2.3.16.); clarifies when to provide verbal or written information to refute findings and recommendations (paragraph 4.1.6.); adds the minimum information required for ROS (paragraph 7.4.); adds requirements for losses resulting from noncompliance with account transfer procedures upon change of custodians (paragraph 7.4.10.2.); adds 10 CS/CSS responsibility for providing names of Financial Liability Officers (FLO) (paragraph 9.3.1.); clarifies duties of the ROS (paragraph 11); adds 10 ABW/CC as the intermediate Command Commander, and the HQ USAFA/CV as the MAJCOM Commander (paragraph 12.3.1.); adds the requirement to use the three line organizational address in blocks 11a and 12c and to include rank/grade in blocks 11b and 12d (paragraphs 14.1.9.1. (Added) and 14.1.10.). A bar (|) identifies revisions from the previous edition.

1.3. Address questions concerning content or interpretation of this supplement to the Report of Survey Program Manager (ROSPM) (10 ABW/LGLSE).

1.4. Top-level commanders and managers may become involved at any time during the process.

2.3.3. The term “officer” applies to anyone appointed to investigate a case, and, is authorized to administer oaths under the provisions of this paragraph.

2.3.6. A Government-Wide Credit Purchase Card cardholder who makes unauthorized purchases or carelessly uses the GPP may be liable to the government for negligent or unauthorized purchases made in connection with the misuse or negligence. Liability under this section shall not exceed 1 month’s base pay. The individual may also be subject to disciplinary action under DoD and USAF directives.

2.3.15. The 10th Air Base Wing Staff Judge Advocate (10 ABW/JA) will provide a written legal opinion on Report Of Survey (ROS) cases for legal sufficiency when liability is recommended.

2.3.16. Failure to properly dispose of nonaccountable government property is grounds for a Report of Survey and possible disciplinary action.

4.1.1. Unit commanders, staff agency heads (DP, FM, HC, LG, PA, etc.), and individuals in comparable positions initiate reports of survey for loss, damage, or destruction of government property issued to their units or to persons under their administrative control. Unit commanders will designate a Unit Report of Survey Administrator, in writing. The Unit ROS Administrator ensures that all aspects of the ROS program are accomplished. The Base Program Manager (10ABW/LGLSE) is responsible for training Unit ROS Administrators.

4.1.6. When facts indicate whether or not negligence or abuse was involved, and liability is recommended, the investigating official must allow the person involved to review the case and provide verbal or written information to refute the findings and recommendations. Verbal inputs will be put in writing by the IO and included as part of the case file.

5.3.2. The ROS should be initiated immediately after the loss or damage is discovered. If blocks 1 through 12 of the ROS are not completed within 45 days after the loss, damage, or destruction was discovered, a written explanation stating reasons for the delay must be attached to the ROS.

7.1. Commanders should be extremely careful to select competent personnel to conduct investigations. Selection should be based on their training, experience, aptitudes, and ability to conduct intelligent and impartial investigation.

7.2. The investigating official will follow the instructions in chapter 14 of this AFMAN for filling in blocks 1 through 12g on DD Form 200. Forward the completed package to 10 ABW/LGLSE.

7.2.2.3. AFI 23-111 prescribes basic policy and responsibilities.

7.2.2.8. AFMAN 23-110, Volume II, Part Thirteen, Chapter 8, Paragraph 8.5.2. identifies custodian's responsibilities.

7.4. At a minimum, the investigator will answer what happened, how, where, when, who was involved, and was there any evidence of negligence, misconduct, or deliberate unauthorized use or disposition of property. The Investigating Officer, based on the facts, will make findings and recommendations on the issue of liability of the person involved.

7.4.2. AF Form 1168, **Statement of Suspect/Witness/Complainant**, may be used. When AF Form 1168 is used, enter "Report of Survey Investigator" within Block I, UNIT TAKING STATEMENT, place N/A within Block I, DATE AND PLACE OF BIRTH, and do not complete Block III in its entirety.

7.4.3. When liability is recommended, the investigating official must allow the person involved to review the case and provide verbal or written information to refute the findings and recommendations.

7.4.10.2. Losses resulting from noncompliance with account transfer procedures upon change of custodians should be considered when determining if financial liability should be assessed. The determination to assess liability should be strictly based on the facts and circumstances of the case. See AFMAN 23-220, paragraph 21.4, for definitions of account transfer procedures.

8.2.1. The Commander, 10th Air Base Wing (10 ABW/CC), is designated the base or intermediate command level ROS approving authority.

8.4.1. The Wing/installation commander may also delegate approving authority, in writing, to any officer or equivalent civilian employee of his or her immediate staff.

9.2.1. Any officer or officer equivalent civilian employee may be designated appointing authority.

9.3.1. The 10 CS/CSS (Commander's Support Staff) is responsible for providing names of Financial Liability Officers (FLO) in accordance with USAFAI 33-301, *Administering the Command Detail Program*. The FLO will be an officer, unless the appointment of an NCO (MSgt or above) or a civilian employee (GS-7, WG-9, WL-5, WS-1, or above) is justified, in writing, by the appointing authority and cannot be assigned to the same organization as the individual being investigated.

9.3.3. The ROSPM will brief financial liability officers prior to their conducting an investigation.

10.1.1. See number 3. Unit commanders, staff agency heads (DP, FM, HC, LG, PA, etc.), and individuals in comparable positions will designate the investigating officer.

11.1. At the unit level, ROS Administrators perform some of the same duties as the USAFA ROS Program Manager.

11.2. 10 ABW/LGLSE is designated as the ROS program manager.

12.2.1.2. The Superintendent (HQ USAFA/CC) or the Vice Superintendent (HQ USAFA/CV) is the ROS MAJCOM Commander.

12.3.1. The 10 ABW/CC is the intermediate Command Commander, and the HQ USAFA/CV is the MAJCOM Commander.

12.5. The 10 ABW/CC is the intermediate command.

14.1.2. Blocks 1, 3 through 8, and block 11b and 11c of the DD Form 200 must be completed prior to requesting a control number. Obtain a ROS number by contacting the ROSPM, 10 ABW/LGLSE.

14.1.8. In block 9, list the estimated or actual value of the loss or damage. On the next line, list the responsible/accountable person (full name, grade or rank, SSN, organization, duty phone, DOS, DEROS, and, if known, next duty station). **ON AN ATTACHED SHEET**, the individual who initiated or investigated the ROS should completely describe the circumstances surrounding the loss, damage, or destruction of Air Force property. State if rule or directives were followed or what procedures were not followed by whom. The information on this sheet is used by the appointing or approving authority to make a determination of whether or not negligence, willful misconduct, or deliberate unauthorized use was the proximate cause of the loss, damage, or destruction. Ensure the requirements of making an investigation, paragraph 7.2, are met. If the recommendation is for less than the cost of repairs or replacement, the investigating officer will provide an explanation to the approving authority, in writing, to support the recommendation. This document will be made a part of the ROS file as an exhibit.

14.1.9.1. (Added) Block 11. In 11a, use the standard three line organizational address, and in 11b, include the rank/grade.

14.1.10. The responsible officer is the unit commander. Top-level commanders and managers may become involved at any time during the process. In block 12c, use the standard three line organizational address, and in block 12d, include the rank/grade.

14.1.23. Accountable officers for vehicle accidents are the organizations' vehicle control officers (VCO), Chief of Supply (10 ABW/LGLS) is the accountable officer for all supply and equipment items, the Com-

munications Squadron Commander (10 CS/CC) for Automatic Data Processing Equipment (ADPE) controlled items, and Housing Officer (510 CES/CEH) for Government housing, etc.

14.4.1.1. (Added) If the member accepts liability (be sure conditions of chapter 16, this AFMAN, are met) and will make guaranteed payment, in the form of money order or certified check to the ROSPM for the lost, damaged, or destroyed item, then prepare DD Form 1131 and SF 215. Checks will be made payable to the U.S. Treasury. The DD Form 1131 is prepared in two copies. The yellow copy of the SF 215, **Deposit Ticket**, and one copy of the DD Form 1131 are maintained by the ROSPM. The DD Form 1131 will be completed as follows:

14.4.1.1.1. (Added) Block 1, Disbursing Office Activity: Enter HQ USAFA/FMFL, 2304 Cadet Drive, USAFA CO 80840-5040.

14.4.1.1.2. (Added) Block 2, Disbursing Office, Disbursing Officer.

14.4.1.1.3. (Added) Block 3, Disbursing Station Symbol Number: Enter 5257.

14.4.1.1.4. (Added) Block 4, Name of Remitter: Enter the individual's full name (last, first, MI), social security number (SSN) for military members or payroll ID number for civilian employees, grade, and unit. Include the statement, "Used instead of Report of Survey."

14.4.1.1.5. (Added) Block 5, Detailed Description: Describe the specific purpose for the collection, to include report of survey number, national stock number (NSN) or manufacturer's part number, serial numbers, and the actual name of the item. State if the items were lost, damaged, or destroyed. Describe damage if appropriate.

14.4.1.1.6. (Added) Block 6, Amount: Enter the amount of money that the individual will pay.

14.4.1.1.7. (Added) Block 7, Accounting Classification: Enter 573019 525700.

14.4.1.1.8. (Added) Block 8, Total: Enter total amount of the money the individual will pay.

14.4.1.2. (Added) The ROSPM will take the guaranteed funds and completed SF 215 and DD Form 1131 to Air Academy National Bank and make deposit. Ensure the confirmed copy and the memo copy of the deposit ticket is machine stamped by the teller at the bank before placing it in the FM drop box. The teller confirmed green copy and the memo white copy of the SF 215 and 2 copies of the DD Form 1131 will be left at the bank in the FM drop box located at the last teller window. The SF 215 will be completed as follows:

14.4.1.2.1. (Added) Block 2, Date Presented or Mailed to the Bank: The date must be in numerical format, i.e., 03-18-98 and not Mar 18 98. This block must be single-spaced, typewritten with no corrections.

14.4.1.2.2. (Added) Block 3, 8 Digit or 4 Digit Agency Location Code (ALC): Block 3 is single-spaced with the number 00005257-9. This block is to be typewritten with no corrections.

14.4.1.2.3. (Added) Block 4, Amount: Contains the money amount, which is also single-spaced, typewritten, with no corrections. Use commas and periods where appropriate. Do not use dollar sign.

14.4.1.2.4. (Added) Block 6, Agency Use: Contains information on which institution prepared and deposited funds. The right-hand side of this block should contain the name of the organization making the deposit; i.e., Report of Survey. The left side of this block contains "prepared by, Verified by, and deposited by." This same person who prepared the deposit cannot be the same person that verifies and deposits the funds. The block must contain handwritten initials for each of the above tasks. When initialing the deposit ticket, ensure that your initials are legible through to the last copy.

14.4.1.2.5. (Added) Block 7, Name and Address of Depository: Contains Air Academy National Bank, USAFA CO 80840.

14.4.1.2.6. (Added) Block 8, Authorized Signature: The bank teller will complete block 8.

14.4.1.2.7. (Added) Block 9, Depositors Title, Department or Agency and Address: Individual's name, Deputy Director of Finance, PO Box 7020, Bellevue NE 68005-1920.

14.4.1.3. (Added) If the member will make payment through payroll deduction, the unit will prepare DD Form 362. The DD Form 362 will be forwarded to the Military Pay Section. Military Pay will send a copy of DD Form 362 to 10 ABW/LGLSE within 5 days. Complete as follows:

14.4.1.3.1. (Added) Block 1, Date: Enter the date that the DD Form 362 is prepared.

14.4.1.3.2. (Added) Block 2, Document/Voucher Number: Leave this block blank.

14.4.1.3.3. (Added) Block 3, Organization: Self-explanatory.

14.4.1.3.4. (Added) Block 4, Station: Enter "USAF Academy, CO 80840-XXXX."

14.4.1.3.5. (Added) Block 5, Disbursing Office Collection Voucher number: Leave this block blank.

14.4.1.3.6. (Added) Block 6, Disbursing Station symbol Number: Enter "5257."

14.4.1.3.7. (Added) Block 7, Accounting Classification: Enter "573019 525700."

14.4.1.3.7.1. (Added) Block a, Stock Number: Enter the national stock number (NSN) or the manufacturer's part number.

14.4.1.3.7.2. (Added) Block b, Item Description: Self Explanatory, to include the report of survey number.

14.4.1.3.7.3. (Added) Block c, Quantity (Qty): Self Explanatory.

14.4.1.3.7.4. (Added) Block d, Unit Price: Self Explanatory.

14.4.1.3.7.5. (Added) Block e, Total Cost: Self Explanatory.

14.4.1.3.8. (Added) Block 8, Type of Action (Select One): a-Payroll Deductions: include amount charged each month. b-Cash Collection. c-Grand Total.

14.4.1.3.9. (Added) Block 9, Certification of Responsible Individual: Individual should circle applicable a, b, or c statement.

14.4.1.3.9.1. (Added) Block d, Rank/Grade: Self Explanatory.

14.4.1.3.9.2. (Added) Block e, Name: Self Explanatory.

14.4.1.3.9.3. (Added) Block f, Social Security Number: Self Explanatory.

14.4.1.3.9.4. (Added) Block g, Cause for Change: Enter "ROS."

14.4.1.3.9.5. (Added) Block h, Signature: Self Explanatory.

14.4.1.3.9.6. (Added) Block I, Amount: Self Explanatory.

14.4.1.3.10. (Added) Block 10, Organization Commander: No action required.

14.4.1.3.10.1. (Added) Block a, Date: Date organization commander signs DD Form 362.

14.4.1.3.10.2. (Added) Block b, Signature Block/Signature: Type in Signature Block of Organization Commander, then get his/her signature.

14.4.1.3.11. (Added) Block 11, Disbursing Officer or Payroll Certifying Officer: Leave blank. Finance to select applicable box a or b.

14.4.1.3.11.1. (Added) Block a, Date: Leave Blank. Finance to complete.

4.4.1.3.11.2. (Added) Block b, Signature Block/Signature: Leave Blank. Finance to complete.

15.1.2.2. Refer to paragraph 15.4 for information on determining salvage value.

16.1.2.5. See paragraph 3.1, basic manual to determine when a ROS is mandatory.

17.3.2. Bargaining Unit employees also have the option of grieving the ROS findings under the provisions of the Bargaining Unit Contract, Articles 40 (Negotiated Grievance Procedures) and 49 (Report of Survey). In this case, the employee must present the matter (written or oral) to their immediate supervisor and provide written notification to 10ABW/LGLSE within 20 calendar days of notification of the ROS findings. As an employee, you may appeal under the provisions of AFMAN 23-220 or in accordance with the Negotiated Grievance Procedures, but not both.

18.4.3.5. Use DD Form 200 to document Investigating Officer's facts and recommendations to the Appointing Official.

**ATTACHMENT 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*Abbreviations and Acronyms*

**ADPE**—Automatic Data Processing Equipment

**GPP**—Government Wide Credit Purchase Card

**NSN**—National Stock Number

**ROSPM**—Report of Survey Program Manager

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